

## Behaviour Policy including Rewards and Sanctions

(This policy is applicable to all pupils in the Prep Department, Years 3 to 8)

### Rewards and Sanctions

---

This policy applies to all children in the prep school. (see also Pre-Prep and EYFS Behaviour Policy)

At St Andrew's Prep, we encourage the establishment of good teacher/pupil relationships and support the school's values through a system of rewards and sanctions which are designed to promote a calm, disciplined and safe learning environment. The school's system of rewards and sanctions is outlined in this document.

While the Headmaster is the one in overall charge of discipline at St Andrew's, it must be understood and accepted that without an equal and consistent contribution from all staff good discipline cannot be maintained. Parental support in this respect is essential too.

This policy has been written with regard to the non-statutory guidance from the DfE Behaviour and Discipline in Schools (2011) See also *Anti Bullying Policy*. Also, under the Equality Act (2010), reasonable adjustments will be made for pupils with special educational needs/disabilities

St Andrew's adopts four core **school values** that operate throughout the school:

- to be tolerant and forgiving
- to listen
- to be kind and honest
- to try our best

This document was informed by reference to the relevant documentation issued by DCFS (DfES), IAPS and the East Sussex Local Authority. It is also in accordance with the School's *Equal Opportunities* and *Child Protection/Safeguarding* Policies

## ST ANDREW'S PREP CODE OF CONDUCT

Each pupil is taught to recognise that everyone has **Rights and Responsibilities**. These are:

- Everyone has the **right to be heard**
- Therefore everyone has the **responsibility to listen to others**
  
- Everyone has the **right to express their opinion**
- Therefore everyone has the **responsibility to respect each other as an individual and not laugh at ideas that we do not agree with**
  
- Everyone has the **right to feel safe at school**
- Therefore everyone has the **responsibility to respect each person in the community, their belongings and the property of the school**

## Our Golden Classroom Rules

We expect all St. Andrew's pupils to approach daily life with **good manners, kindness and respect**.

- Arrive on time for every lesson and bring all equipment and books.
- Listen to and follow instructions without needing to be reminded.
- Put up your hand in class when you want to contribute.
- Make sure your uniform is tidy and smart at all times.
- Look after your own property – make sure it is named and put away properly
- Look after property that belongs to other people, including the school.
- Listen to others and encourage them if you think they need help.
- Make sure you do not keep others from their work.
- Take pride in classwork, always taking care to present work neatly.
- Remember to say *Please, Thank you* and *Sorry* whenever appropriate

If you can only remember two rules, remember these:

- **Treat others as you would like to be treated**
- **Be kind**

### **Years 3 to 8**

#### **Promoting good behaviour**

Good behaviour is promoted through weekly whole school and departmental assemblies, chapel, tutor periods, Mind Matters, PSHE and the rewards system (see below). All staff are expected to take an active approach to promoting good behaviour; children can and should be rewarded for their good behaviour.

### **REWARDS**

#### **Verbal and Written Praise**

Verbal praise should be used where appropriate to reinforce expected standards of work and behaviour. It may apply to individuals, groups or whole classes. Written praise should be used where appropriate to reinforce expected standards of work. Where possible any such comments should be added to the child's notes on the portal. See also *Marking Policy*.

#### **Privilege Time**

Pupils in Years 3 and 4 (ie: Juniors) are awarded "Minutes on" for consistently good behaviour. Privilege time is therefore not seen as a right and this hopefully encourages positive behaviour.

#### **Stars / Lunch Passes and Headmaster's Merits**

Stars are awarded for acts of kindness or excellent behaviour as well as for achievement in the class room and for contributions to extra-curricular activities. In lessons, stars are written in pupils' exercise books and then transferred to the child's Set Book. Form teachers/tutors will enter these on to the portal on a weekly basis.

Bronze, Silver and Gold stickers are awarded across Years 3 to 8 for stars received. The thresholds for each colour are set at the start of each term by departments. Children who reach the 'Platinum' level (to be decided termly within departments) will be awarded a Lunch Pass by their Head of Department, which entitles them (and a friend) to go to the front of the lunch queue for one week.

Headmaster's Merits are awarded directly for exceptional pieces of work which is deemed to be especially good within the context of a child's learning profile.

The overall total winners in each year receive a prize at Prize Giving at the end of each term.

#### **Headmaster's Commendations**

Pupils can be awarded a commendation for exceptional examples of kindness or initiative. The Headmaster will sign and laminate a special certificate which will be presented in assembly.

#### **Pupil of the Week**

Teachers will nominate children each week to be 'Pupil of the Week'. They should pass their nominations to form teachers and Heads of Department.

#### **Raffle Tickets**

At half term, children are issued with raffle tickets for 10 Stars. A draw is held each half term with the individual winners in each form or tutor group receiving prizes. The raffle tickets are then collected centrally, ready for Departmental Grand Draws at the end of term.

### **House Competition / Group Rewards**

Each child in the school is allocated to one of four Houses. The Headmaster reads out the House Industry and Stars totals in assembly. The House that wins overall (accumulated total of stars, industry, sports matches etc...) receives a treat in the last week of term. (Rewards Trip)

*See Rewards Summary Diagram on page 10*

### **Sanctions – General**

Children should be made aware of sanctions within the classroom and school in general at the start of each year/upon joining the school. It is generally accepted that while punishment can help to discourage and contain poor behaviour, it can have only a limited effect on the promotion of good behaviour.

When the behaviour of a child is deteriorating he/she must be reminded of the consequences that may follow. He/she must understand that they are the ones who have choices to make, and that they can control the outcome of the situation, for better or worse. Liaison with a child's form teachers/tutors in matters of poor behaviour or work performance is an essential part of the process of educating children into better ways. Corporal punishment should never be used at St Andrew's Prep. Children whose work performance needs chasing should not be punished unless the behaviour surrounding their poor performance is unacceptable.

### **Sanctions – Work**

It is the responsibility of each member of staff to make sure that the work they set is completed to their satisfaction. If a child fails to do this he/she must be given the opportunity to complete the task in their own free time or in a supervised "catch-up session" and usually within 72 hours. If the child still has not done the work, the nature of the offence will be written on the portal system so that the tutor and Head of Department are aware. A work detention may follow and will be supervised by the Deputy Headmaster. The Form Teacher / Tutor of the individual must be informed by the subject teacher when this happens.

### **Industry**

Poor/inadequate work performance should be addressed by the appropriate award of a low Industry score. If an undesirable trend is developing, this should be reported by subject teachers to the child's form teacher/tutor. If very low Industry Grades are awarded, the teacher should email the form teacher / tutor giving a brief reason why this has been issued.

Tutors should keep a record of these more serious academic concerns and put strategies for improvement in place with, and for, the child concerned. They should involve the Head of Department and/or the Director of Studies if the situation does not improve.

### **Personal Progress Record (PPR)**

Where there are concerns about a child's deteriorating performance in lessons, it may be agreed by the child's form teacher/tutor, Head of Department and/or Deputy Head that the child will be given a Personal Progress Record (PPR). The PPR will target specific areas for improvement and will be circulated to all staff involved with the child concerned. This should be signed off by the Tutor or HoD at the end of each day to monitor performance. Parents will be informed by the form teacher/tutor.

## Sanctions – Conduct and Behaviour

Unsatisfactory behaviour must not be tolerated. Staff should establish clear and consistent standards in the classroom and around the school. There will be occasions when staff will need to admonish and punish; consistency is particularly important at this time. In cases that are deemed pertinent the nature of the offence will be written on the portal system in the pupil's file. The file includes the pupil's name, year group, date and sanction imposed. This system automatically sends an email notification of the offence to the pupil's Tutor, Head of Department, Deputy Head and Headmaster.

The following forms of sanction are used within the school's behaviour policy:

- **Verbal Warnings** - Examples of poor or dangerous behaviour should be nipped in the bud with a suitable verbal admonishment.

## Minutes Off Privilege Time (Years 3 and 4)

- Teachers may remind children that they will not be given “minutes on” for that week and will therefore not receive their privilege time.
- If the poor behaviour persists this sanction will be applied and it will be logged using the portal. The child will be warned that as a result, he/she will lose minutes from break. The child will sit on the bench at lunchtime with the HoD to serve these minutes off.
  - If 5 minutes off are received, the HoD will speak with the pupil. This will be logged as a debit.
  - If 10 minutes off are received, the HoD will administer a more formal detention where the child will sit inside with the HoD during Thursday break for the appropriate time. This will be logged as a debit detention.
  - If a further 5 minutes off are received a Deputy Headmaster detention will be considered. The Head of Department may discuss this with the Deputy Headmaster at this stage before deciding on the sanction. This will be logged on the portal. Parents will be informed by the form teacher.
  - If further minutes off are accrued in any given term, the steps above will be repeated.
- **Debits** – These are given for minor offences such as pushing in a corridor, poor behaviour in lessons or being persistently late to a lesson. They should be recorded on the portal system.
- **PPR** – (See above) – An individual may be put onto a PPR if there are consistent patterns of behaviour or conduct that are causing concern. This will happen following consultation between the Form Tutor and any relevant members of the teaching staff.
- **Detentions** – These are to be given for serious offences or if a number of debits have been accrued. Any member of staff who is unsure about the type of punishment to give should check with the individual's Form Tutor or HoD. Detentions are to be recorded in the allocated area on the portal. The HoD will notify the tutor via email when someone has been put into detention. A **Detention** lasts for half an hour, usually supervised by the HoD.

# St Andrew's Prep

## EASTBOURNE

- A Deputy Head's Detention will follow if the poor behaviour persists and will usually last for one hour. The Deputy Head's Detention will not take place out of normal school hours. If a child receives a 2<sup>nd</sup> Deputy Head's Detention, parents will be informed via letter at this stage and they will be told when it will take place. **Children who receive two Deputy Head's Detentions will not participate in the House Reward Trip at the end of term.**
- **Saturday Afternoon Detention** (1.30pm-3.00pm) – If a child is required for a further detention, this will take place on a Saturday afternoon. Parents will be given 48 hours' notice of this. A child might also be placed in Saturday afternoon detention (by the Head) for a major offence.

If a child receives a Saturday Afternoon Detention, an IBP (Individual Behaviour Plan) will be drawn up by the Deputy Headmaster in consultation with the relevant Head of Department. These are created when a child does not appear to be responding positively to the normal system of Rewards and Sanctions. The Deputy Head will organise for the child's parents to be called into school for a formal meeting at which the IBP will be discussed. The IBP will be circulated to all staff involved with the child concerned once it has been agreed with parents.

### Suspension/Exclusion

Further poor behaviour from this point may well set a child on the path towards temporary or permanent suspension/exclusion (see Admissions, Discipline and Exclusions Policy). Certain extreme acts may, on their own, be enough for the Headmaster to suspend a child from school with immediate effect.

### Power to restrain pupils

Although teachers may not use corporal punishment as a disciplinary sanction, they and others, if authorised to do so by the Head, may use such force as is reasonable to prevent a pupil from:

- committing a criminal offence
- injuring themselves or others
- damaging property including their own
- behaving in a way which is prejudicial to the good discipline and order of the school whether in the classroom or elsewhere where the teacher has lawful control of a pupil.

### Reasonable Force

The degree of force must be in proportion to the incident and the minimum to achieve the desired result. The use of reasonable force might be justified in the following situations:

- violent behaviour by a pupil such as fighting or attacking a member of staff or another pupil
- acts of vandalism
- behaviour by a pupil, such as rough play, the misuse of objects or running in the corridors, which is likely to cause personal injury or damage to property
- refusal by a disruptive pupil to leave a classroom.

### **Recording Incidents**

It is important to keep detailed, up-to-date written records of all incidents when force has been used and to immediately inform the Headmaster, Deputy Head or in their absence a member of the SLT. These records should include:

- the names of the pupils involved and any witnesses together with where and when the incident took place
- the reason why the use of force was necessary
- a description of the incident including the steps taken to calm the situation before the force was deemed to be necessary and the nature of the force used
- the pupils' response
- the outcome of the incident
- Details of any injury suffered by any of the parties or damage to property.

### **Conclusion**

As the above guidelines imply, the use of force is only warranted in very exceptional circumstances and should NOT be regarded as a normal method of enforcing discipline.

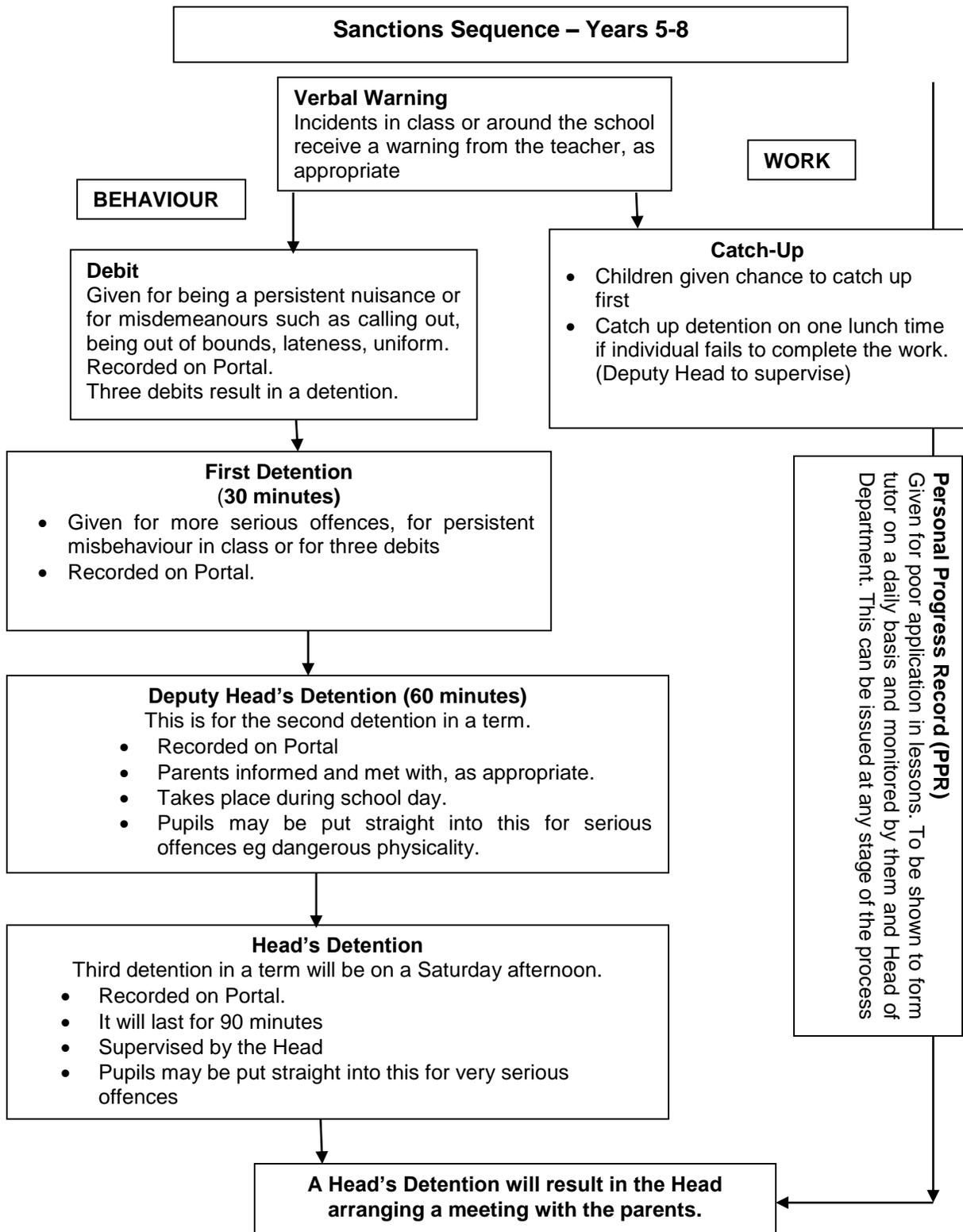
### **General Statement**

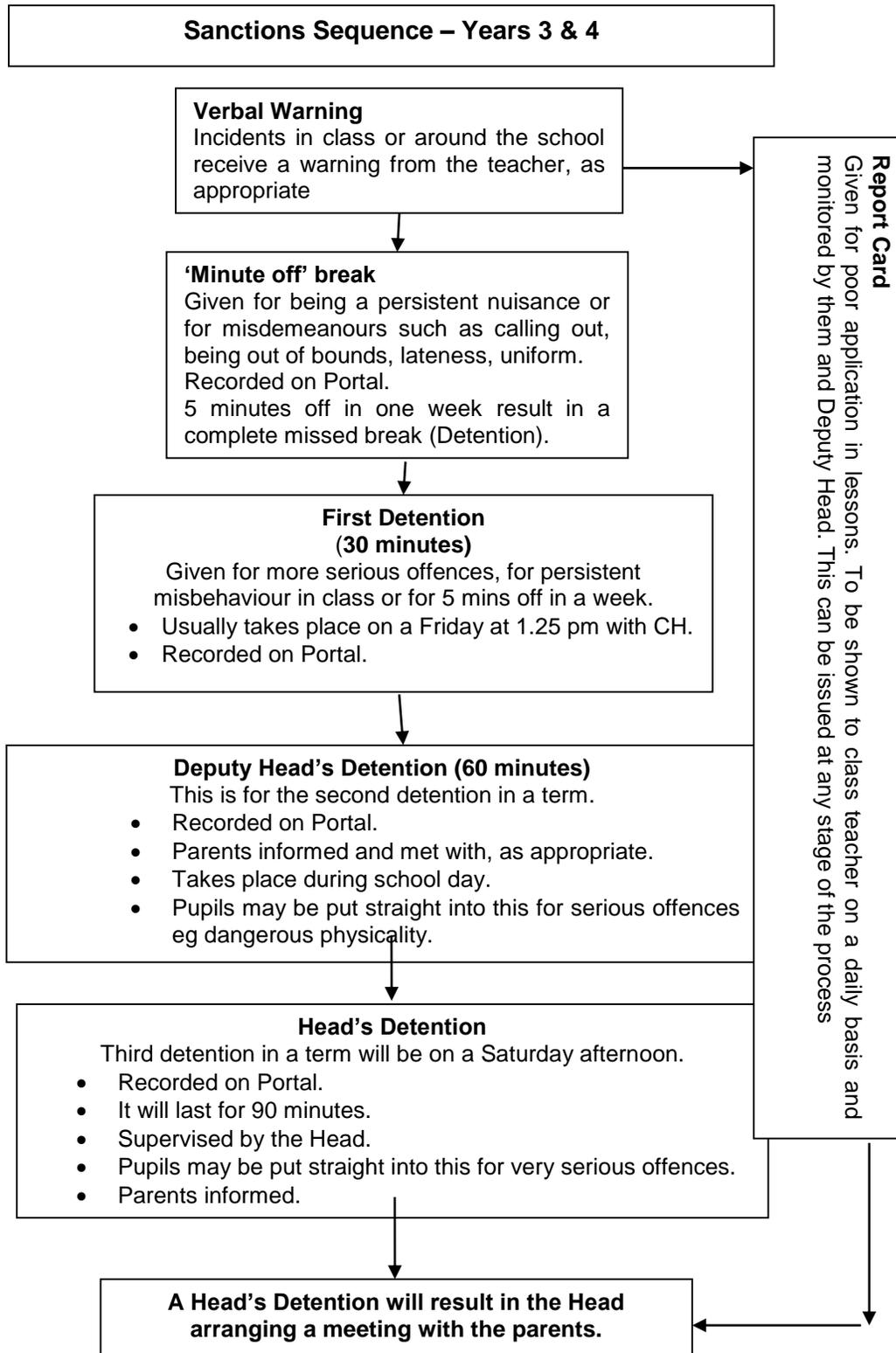
A copy of the School's Disciplinary Sequence is posted in every tutor room, together with the "Code of Conduct". It is the role of a Form Tutor to monitor the standards of conduct achieved by the members of the tutor group. Tutors must refer to the diagram when talking to the children about their conduct.

In all disciplinary matters, intervention by the Head of Department, the Deputy Headmaster and the Headmaster is at the discretion of the aforementioned. This may mean an acceleration of the above process. Also note that, for pupils who repeatedly misbehave, suitable support systems will be put in place and there will be close liaison with parents and if appropriate, other agencies.

(Please see *Admissions, Discipline and Exclusions Policy*).

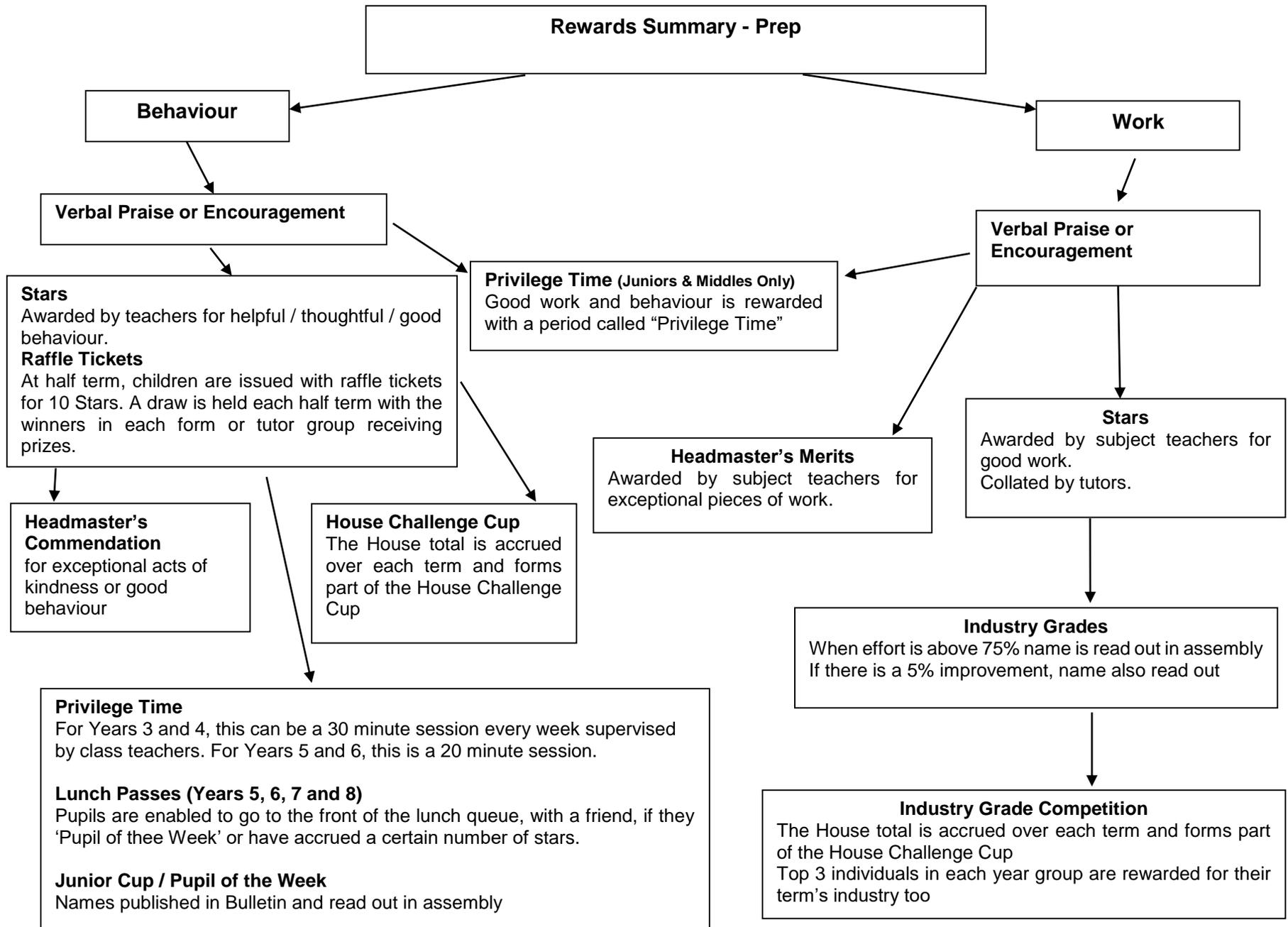
*See Rewards Summary Diagram on pages 8 and 9*





# St Andrew's Prep

## EASTBOURNE



Author / reviewed by:	GEB Jones (see also PrePrep and EYFS Behavior Policy)
Date of policy:	June 2018
Review frequency:	Yearly
Review date:	June 2019
Signatories:	Headmaster:  Governor: 

---